

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Office of Human Resources. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I - Position Description

1. Agency Name Dept. for Children and Families		9. Position Number K0056359		10. Budget Program Number 23242	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Social Work Supervisor		
3. Division Wichita Region			12. Proposed Class Title		
4. Section Program and Service Integration			13. Allocation		
5. Unit PPS			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City: Winfield County CL			15. By Approved		
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp 100%			16. Audit		
			Date: By: Date: By:		
8. Regular Hours (circle appropriate time) From: 8 AM To: 5 PM			17. Position Reviews Date: By:		
PART II - Organizational Information			Area for use by Personnel Office		

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position serves as policy manager for PPS programs within Program and Service Integration. Incumbent provides policy support and direct supervision of PPS program staff within the Program and Service Integration line of business. Provides leadership in program policy and procedure implementation and assures that program expectations are met. Establishes regional protocols for service

Understands, promotes and respects the concept of serving as a coach for an integrated service team (IST). This is demonstrated by scheduling, attending and facilitating bi-monthly meetings of the team, and ensuring documentation of the meeting is kept by completing and submitting the required data on the appropriate form. Continues to coach members of the team or the customer to the point where they can perform the functions of facilitator and/or coach when appropriate, as teams move toward self-direction. Collaborates with other coaches and program supervisors to ensure customer situations are understood, and program requirements/outcomes are achieved.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Amy Cavallaro

Title: Public Service Executive I

Position Number: K0162647

Who evaluates the work of an incumbent in this position.

Name: Amy Cavallaro

Title: Public Service Executive I

Position Number: K0162647

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The work requires initiative, discretion and the ability to make independent judgments regarding the urgency of a situation and/or its sensitivity. Handles many administrative details independently. General instructions are given. Guidelines are often complicated or technical in nature, requiring careful interpretation.

d) Which statement best describes the result of error in action or decision of this employee.

☐ Minimal property damage, minor injury, minor disruption of the work flow.

☐ Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.

☒ Major program failure, major property loss, or serious injury of incapacitation.

☐ Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task.

Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E or M	
1.	20% E		<p>Feedback and evaluation is provided by supervision via individual conferences and supervisory team meetings.</p> <p><u>Leadership</u></p> <p>Demonstrates leadership by fostering a commitment to achieving mission, vision, and guiding principles of the agency, the region, and the Program and Service Integration line of business. Serves as advocate for internal and external customers throughout all program areas and lines of business within the agency. Identifies gaps and needs for community and agency services and seeks to develop needed service. Models behavior expected from others. Ensures relationships within and between Integrated Service Team members, Integrated Service Teams, Management Team and lines of business are constructive and demonstrate mutual support, respect, trust, openness, and value diversity.</p> <p>Develops and assesses resources for children and families so that the community can be served locally with those resources and better provide for its citizens. Consults with community agencies to ensure their readiness and ability to serve families and to address ongoing needs for information and support. Provides information and technical assistance regarding the needs of and services available to at risk children.</p>
2.	20% E		<p><u>Communications</u></p> <p>Ensures employees know and understand agency and program direction and can relate employee's work to overall goals of DCF and specific program. Explains relevant policy and organizational changes by delineating what is different from current policies, if anything, reasons why changes are occurring, and articulates vision in a manner which allows others to focus efforts and emphasis to successfully implement organizational change and/or meet organizational mission, vision and goals. Establishes protocol and procedure for interpreting policy, answering and disseminating policy questions and clarifications, seeks answers from Central Office program managers when appropriate, disseminates question and answers and new policy information to staff, and shares policy with other ISD partners. Facilitates the flow of information among employees and teams by gleaned relevant and important information and presenting it clearly and concisely, using an appropriate medium. Demonstrates open, honest and respectful communication, encourages others to express differing viewpoints, and listens to differing points of view without becoming defensive. Facilitates the resolution of conflict/disputes. Communicates appropriately by maintaining confidential information, refrains from gossip, and squelches rumors. Adapts communication style and approach to match the needs of different individuals and teams.</p>
3.	30% E		<p><u>Program Integrity and Resource Management</u></p> <p>Directly supervises social workers, special investigators and human service assistant staff members. Implements integrated services in accordance with guidance provided by Program Administrator. Organizes work flow and interactions among employee to ensure agency, regional Integrated Service Delivery, and program outcomes are met. Monitors quality assurance through use of reports and data evaluation. Analyzes data and plans for program improvement, corrective action, and training. Evaluates work flow, processes and protocols to identify efficiencies in financial and human resources and works with Program Administrator to implement necessary changes to realize identified efficiencies. In conjunction with Program Administrator, assures staffing levels needed to successfully meet identified outcomes, ensure program integrity, and provide excellent customer service. Adjusts staff appropriately in response to changing organizational priorities.</p>
4.	30% E		<p><u>Human Resource Management</u></p> <p>Provides leadership, guidance, and direction to program staff in all matters involving program administration and management. Sets and communicates expectations regarding performance, behavior, attitude and conduct that are measurable, understandable, verifiable, and reasonable. Evaluates staff performance on a frequent basis with regular feedback sessions for employees. Confronts poor performance or behavior and addresses issues in a prompt manner to ensure a high performance workforce. Effectively uses available tools, including probationary period, to address poor performance, takes disciplinary action when appropriate, and documents consistently. Actively supports the development of knowledge and skills to perform at a high level. Ensures necessary training and resources are available and used promptly. Creates and values a learning environment and provides recognition for efforts of others and areas of high or improved performance. Delivers/leads training using curriculum materials developed by the Region and Central Office Trainers. Creates a productive, supportive environment where employees strive for quality of service.</p>

*The description of how to work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Incorrect policy adoption and implementation could result in major program failure, lawsuits and civil actions. Misapplied or inappropriately applied policy could result in the depletion of limited resources, effect the well-being of consumers, and loss of staff and federal funding. Children could be harmed or experience unnecessary trauma. Poor service delivery could effect community resources as well as provider participation in efforts to accomplish goals and objectives. Ineffective delivery of program services could result in prolonged dependency on assistance programs.
Inappropriate personnel transactions could result in civil actions.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others
☒ Plans, staffs, evaluates, and directs work of employees of a work unit.
☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title	Position Number
Social Worker Specialist	K0045805
Social Worker Specialist	K0071575
Social Worker Specialist	K0051519
Human Services Assistant	K0167827
Social Worker Specialist	K0132962
Social Worker Specialist	K0061305
Social Worker Specialist	K0046962
Social Worker Specialist	K0052924
Administrative Assistant	K0053101

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position requires daily contact with agency employees, including administrative and supervisory staff, central office policy staff, community agencies, governmental officials, community leaders and the general public. Contacts are in person and by telephone to provide information regarding agency programs, policy and procedure and to obtain input for evaluation, change, and to insure local and government cooperation .

25. What hazards, risks or discomforts exist on the job or in the work environment?

This position's responsibilities involve stress on a daily basis. This position may often deal with angry and hostile individuals. The potential for legal liability exists. Frequent travel within a large region is required.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Computer, telephone, fax machine, copy machine used daily. Use of vehicle to travel for business required.

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

License to practice social work in the State of Kansas at the time of hire and one year of experience as a social worker.

28. SPECIAL REQUIREMENTS:

- A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).
- B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.
- C. List preferred education or experience that may be used to screen applicants

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS*Knowledge*

*Knowledge of ethical standards, principles, and practices of social work, counseling, and human behavior.

*Knowledge of clinical assessment techniques.

*Knowledge of interviewing and other information gathering techniques.

*Knowledge of principles of teaching and learning.

*Knowledge of the principles, methods, and practices of effective supervision.

*Knowledge of the theories of group interaction and therapeutic intervention.

*Knowledge of research methodology.

Abilities

*Ability to provide leadership in the development and administration of social work programs.

*Ability to teach and demonstrate the concepts of social work supervision.

*Ability to supervise.

*Ability to maintain effective relationships with staff, other disciplines, and community agencies and to interpret programs to the public.

*Ability to participate in recruitment, selection, and orientation of professional social work staff.

*Ability to write meaningful, concise, and accurate reports and correspondence.

Ability to identify appropriate research areas.

*Necessary at Entry

This employee must have the ability to communicate clearly in person, by phone, e-mail, writing; must be able to travel and be away from their home for periods of time when attending meetings, trainings, and conferences. Must have the ability to apply proper interviewing techniques, assess social service needs, complete social histories/assessments and/or home studies and identify resources to meet client needs. Must be able to develop cooperative and satisfactory contacts with clients, collaterals, and other professionals.

All employees are instructed to use standard safety devices available for machinery and equipment. All employees are instructed to follow industrial, safety and health guidelines, e.g., using proper lifting techniques, using dollies and/or other devices to distribute equipment, computer breaks to rest eyes and stretch, wrist rests for computer keyboards, seatbelts for automobiles, etc. Employees are instructed to maintain environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact. Employees are cautioned to execute strict key/code control for agency facilities and lock all doors after normal duty hours.

PART IV - Signatures